



# Al-Mobay Transformation Program JOB ANALYSIS QUESTIONNAIRE

Job Title:		Job Grade:	
Section: BRIDGE PROJECT	Department: TECHNICAL		
Division: STRUCTURE & EARTHWORK	Work Location: SABYA JERAM		
Reports to: Site Forman.	No. of Subordinates:	4 LABORS.	

## Job Summary:

Please give a summary of the role and its current objectives in no more than 3 – 4 lines.

## Job Summary:

Doing of all the site work according to the forman  
structure & site forman.

## Primary Duties & Responsibilities:

Please list the major duties and responsibilities as required to be performed by this position. Place these tasks in order of their importance starting with the most important task to the least one. Also please indicate frequency you perform each duty and responsibility (e.g. daily, weekly, monthly, quarterly, yearly) and the total percentage of time devoted to each duty. The total annual percentage of time devoted across all listed tasks must equal 100%.

Task #	Task Description	Frequency	% Time
1.	Do all the site work by the instruction of the site Forman coordinating with project manager.	Daily	100%
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			

13.			
14.			
15.			

The Total Annual Percentage of Time 100%

### Key Job Objectives and Key Performance Indicators

Please list down the key performance objectives required from the job and key performance indicators that are used to measure the achievement of each specific performance objective. You may state more than one key performance indicator for each objective.

Key Performance Objectives Expected from this Job	Key Performance Indicators
1. <i>Onsite work</i>	1. <i>Finish the work in good time</i> 2.
2.	1. 2.
3.	1. 2.
4.	1. 2.
5.	1. 2.

### Contacts and Communication:

Please Indicate contacts and interactions that the position holder is required to carry out as part of his job within and outside the organization. Frequency should be expressed as daily, weekly, monthly, biannually or annually. The total annual percentage of time devoted across all contacts and communication should not exceed 100%.

Within the organization (state the position / job):	Purpose	Frequency	% of time per year
1. <i>Site Forman .</i>	<i>work instruction .</i>	<i>Daily</i>	<i>70%</i>
2. <i>Project manager .</i>	<i>work instruction</i>	<i>Daily</i>	<i>30%</i>
3.			
4.			
5.			
Outside the organization (state Name of Organization or Individuals):	Purpose	Frequency	% of time per year
1.			

3.

4.

5.





**Education, Experience & Skills:**

What are the minimum Education, Professional Certification, Experience and Skills that are needed to be able to undertake the responsibilities of the job successfully

Required Education:	① HIGH SCHOOL GRADUATE ② 3RD YEAR HIGH SCHOOL	③ <del>SENIOR</del> HIGH SCHOOL GRADUATE ④ GRADE SIX (ELEMENTARY)
Required Professional Certification:		
Required Experience:	① CONTRACTOR OPTR, ELECTRICIAN & PLUMBER ② HELPER & SURVEY AID	
Required Skills:	① CONTRACTOR OPTR. ② HELPER ③ HELPER ④ HELPER ⑤ HELPER & SURVEY AID	

**Acknowledgement and Signature:**

Please endorse your signature (s) as an acknowledgement that the contents are accurate and complete. In case the job is occupied by more than one employee, all employees should review this form and endorse their signatures.

Employee's Name (1):	MANWUR HULHAR OSONALI	Signature	
Employee's Name (2):	RAMIS CHAND	Signature	
Employee's Name (3):	SAOKAT SEIKH	Signature	
Employee's Name (4):	BASSIR MIAH	Signature	
Direct Supervisor's / Manager's Name:	AXELINO BACANI	Signature	